

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/POL

Open to: Eligible Polish Students
Position: Student Intern in the Political Section
Opening Date: March 10, 2011
Closing Date: March 31, 2011
Work Hours: 8 hours three days per week
Duration: 3 months

Note: All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Warsaw is seeking an individual for the position of Student Intern in the Political Section of the Embassy.

Major Duties or Projects:

- Updating political contact database and biographies of prominent politicians;
- Assisting with regular press reviews with respect to topics of interest to POL section (missile defense, internal politics, TIP, human rights, etc);
- Carrying out research on political topics;
- Drafting correspondence, assisting with setting up meetings
- Assistance with general administrative work

Qualifications Required:

- General knowledge about major political parties in Poland and major political issues both in internal politics and foreign policy, with particular focus on Polish-US relations;
- Good computer skills (MS Office), good communication skills, good typing and organizational skills;
- Ability to carry out independent research on a given topic, ability to carry out press analyses and write short reports on the basis of press articles
- Fluent English and Polish

Information and application materials are available at
<http://warsaw.usembassy.gov/poland/jobs.html>

Interested applicants for this position should send back the completed Application for Polish Student Intern Program and Statement of Interest together with other

documentation (certified transcripts, written permission from the educational institution) that addresses the qualification requirements of the position listed above by:

- 1. email :PSIPWarsaw@state.gov**
- 2. mail or hand delivery to:**

**U.S. Embassy
Human Resources Office
ul. Piękna 14a
00-540 Warszawa
Attn. Polish Student Internship Program**

NOTE: YOU MAY APPLY FOR ONE INTERNSHIP IN ONE SECTION/AGENCY ONLY AND YOU MUST SPECIFY FOR WHICH ONE YOU ARE APPLYING.

Closing date for this position: March 31 , 2011

Equal Opportunity Employer